

# YOUTH SERVICES POLICY

<b>Title:</b> Senior Executive Service	<b>Type:</b> A. Administrative
<b>Next Annual Review Date:</b> 12/05/2014	<b>Sub Type:</b> 2. Personnel
	<b>Number:</b> A.2.9
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<b>References:</b> Civil Service General Circulars 1382, issued December 22, 1999, and 1424, issued February 1, 2001	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Director	<b>Date of Approval:</b> 12/05/2013

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish formal procedures to address career (classified) employees' participation in the "Senior Executive Service" program.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Facility Directors, Regional Managers, and all classified employees.

Each Unit Head shall ensure that appropriate procedures are in place to comply with the provisions of this policy.

## IV. DEFINITION:

**LAGov Human Capital Management (HCM)** - The statewide human resources and payroll system. This system centralizes payroll functions within the Division of Administration which result in the availability of timely, uniform payroll information.

**Senior Executive Service** - A program established by Civil Service which allows career (classified) state employees, who possess managerial and technical skills, to be granted leave without pay to accept appointments to unclassified policy-making positions.

**V. POLICY:**

It is the Deputy Secretary's policy to ensure uniform application of classified employee's participation in the "Senior Executive Service" program.

**VI. GENERAL PROVISIONS:**

Classified employees shall be allowed to retain status in their current retirement system when they participate in the "Senior Executive Service" program under the following general conditions:

- A. The employee's participation includes a role in a higher level unclassified position with policy, decision-making and performance responsibilities that are not inconsistent with the duties and functions performed by the employee in the lower level classified job.
- B. Employees with job titles that allow them to participate in the security retirement system, and who participate in the "Senior Executive Service" program shall remain eligible under the security retirement plan with their HCM/ISIS records reflecting continued participation in the security retirement system. For the purpose of retirement, the time spent in the "Senior Executive Service" program shall be credited as if the person were still functioning in the classified position from which the person is on leave.
- C. Employees in the "Senior Executive Service" program shall be credited with merit increases in the classified position pay base as if they had remained in the classified position unless affirmative action is taken otherwise.
- D. Only permanent classified employees shall be allowed to request a leave of absence from their position to participate in the "Senior Executive Service" program.

**VII. PROCEDURES:**

- A. Classified employees interested in participating in the "Senior Executive Service" program shall submit a letter of intent to the Deputy Secretary requesting to take a leave of absence from their classified position, with a copy forwarded to the employee's immediate supervisor.

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Upon approval by the Deputy Secretary, the approved letter of intent shall be sent to the Public Safety Services (PSS) Human Resources (HR) office for processing.

- B. A request for a leave of absence must be solicited by the employee participating in the "Senior Executive Service" program on an annual basis.

**Previous Regulation/Policy Number:** A.2.9  
**Previous Effective Date:** 10/22/2012  
**Attachments/References:**